



## SECTION 4

# Guidelines for Determining Architect/Engineer Fees for Public Works Building Projects

---

### ***Use of the guidelines***



The fee guideline should be used as background information in preparing capital budget requests to determine the A/E basic services fee in fixed price agreements and percent of construction cost agreements. The guideline defines the standard basic services (based on the definition of basic services) that should be included in each design phase of state public works projects for the typical design/bid/build process. It also provides further definition of what are considered reimbursable expenses, extra and other services.

Agencies may choose to pay design consultant fees or allow extra and other charges in a manner other than described in this guideline, and any additional cost (above the level this guideline provides) may be paid from other agency resources.

### ***Basic services - percent fee compensation***

The standard fee schedule has been prepared to establish a basis for determining the scope and cost of design services, and focus the attention of agencies on the quality, capability, and prior performance of the firms being selected for public works projects.

The fee schedule is to be used for capital budget request preparation. The actual contracts for basic services payable to the A/E shall be a negotiated fixed amount or a percent of the construction cost of the project not including fees, licenses, permits, sales taxes, and change orders caused by A/E errors or omissions, or change orders which do not require services of the design consultant. Based on the specific circumstances of each project, the final negotiated fee may be above or below the guidelines shown on the schedule. Pending a construction contract award, the percent based A/E fee for basic services shall be computed using the Maximum Allowable Construction Cost (MACC) estimated at time of bid (see glossary for definition of MACC). In addition to the basic services fee, allowances will be negotiated for services not covered in the basic services contract. The Excel C100 Template will calculate the A/E Basic Fee based on the fee schedule and MACC.

## **Guidelines for Determining Architect/Engineering Fees for Public Works Building Projects**

<b><i>Remodel design</i></b>	A/E costs and effort may vary greatly for remodeling projects. Consequently, remodeling projects may be increased by up to 2 percent for basic services. The Excel C100 Template will automatically calculate this increase.
<b><i>Fee modifications</i></b>	There may be considerable variance between projects of a similar size and type, which may necessitate modification of the A/E fee schedule. Refer to GA's Consultant Selection Guidelines for further details.
<b><i>A/E extra services/reimbursable and other services</i></b>	See OFM's web page at: <a href="http://www.ofm.wa.gov">http://www.ofm.wa.gov</a> for more information regarding A/E fees.
<b><i>Professional liability insurance</i></b>	Reimbursement of excess premium costs will be considered as a reimbursable cost where coverage is required in excess of \$1 million.